***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the "Click here to go to the Internet exam" link at the bottom of the bulletin.

Training and Experience Evaluation Preview
Research Data Supervisor 2

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience. Work and education references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your experience.

Verification of References
Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

<u>Instructions</u>

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **<u>not</u>** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Research Data Supervisor 2

1. Identifying new and/or existing research (e.g., news, legislation, web searching, data, conferences, professional journals, background information) to advance understanding of the relevant areas of study.
2. Overseeing the design and implementation of research methodologies or hypotheses to answer or address questions pertaining to specialized research areas.
3. Overseeing and ensuring appropriate data collection techniques to minimize biased outcomes in data analysis studies.
4. Providing input on the development of procedures for the collection of qualitative and/or quantitative data from new and existing sources.
5. Preparing data using various software programs (e.g., SAS, SPSS, SQL, Access, Excel, GIS) for analysis of studies, program development, and/or evaluation.
6. Generating descriptive statistics (e.g., means, standard deviation, bar graphs, charts, tables) using statistical software (e.g., SAS, SPSS, Excel, Access, GIS) for use in completing or directing studies.
7. Analyzing qualitative and/or quantitative data using various software programs (e.g., SAS, SPSS, SQL, Access, Excel, GIS) to answer questions relevant to research studies and program evaluation projects.
8. Interpreting the results of qualitative and/or quantitative statistical tests to answer questions relevant to research studies and program evaluation projects.
9. Providing consultation in database development, data management, data collection and/or application development to ensure proper design, collection, and reporting of data.

10. Providing technical expertise and recommendations in specialized research areas to staff, management, and outside agencies to assist in the development and analysis of programs and projects.

11. Developing and providing educational or informational materials to internal and/or external stakeholders (e.g., federal, state and local agencies, regulated community, community groups) to clarify program elements, requirements, and/or research findings.

12. Monitoring the work of subordinate employees to ensure that it meets quality, quantity, and timeliness standards.

13. Providing informal training to staff for successful performance to update and maintain a competent workforce.

14. Providing coaching to subordinate staff relating to job performance and productivity as well as professional development.

15. Training staff in data collection, analyses, data interpretation, and reporting using various methods (e.g., on the job training, presentation, peer feedback, formal training) to ensure accuracy, completeness, and consistency.

16. Making formal presentations to advise management, departmental staff, legislative bodies, governmental entities, commissions, agencies and/or advocacy groups on findings related to specialized areas of research.

17. Determining and/or reviewing staff/team member work priorities, scope of assignments, and establishing deadlines to ensure objectives are met effectively and in a timely manner.

18. Addressing issues related to work projects or assignments to mitigate problems and improve outcomes.